

(b) (6)

Transportation and Logistics Manager

A reliable, competent and organized U.S. Army retired Soldier, with a Transportation and Logistics Manager background with extensive experience managing equipment, personnel and processes in logistical operations, transportation and training environments. Demonstrated capability to plan, organize and complete major projects and activities. Recognized for the ability to develop procedures, train employees, manage personnel, inventory, supplies and equipment, and operate facilities. Significant experience in transportation, logistics, facilities management, and maintenance. Career supported by a **Masters of Business Administration** with a concentration in Human Resource Leadership. Areas of expertise include:

- Expense Reduction
- Logistics & Safety Training
- Human Resource Management
- Efficiency Improvement
- Logistics Planning and Support
- Performance Optimization
- Project Management
- Maintenance Planning & Scheduling
- Team Leadership
- Quality Assurance and Compliance

PROFESSIONAL EXPERIENCE

Country of Citizenship: United States of America
 Veterans' Preference: **10-point preference based on active duty in the U. S. Armed Services**
 Clearance Status: **(b) (6) Security Clearance**

Appraisal Data Collector

Fulton County Tax Assessors Office October 2017-Present
 Determines course of action for assignments: establishes nature of received assignments based on permit cards, new construction, spreadsheets, and other documentation; uses maps and GIS to determine routes; establishes communication and sets up appointments with property owners. Conducts field inspections of personal property accounts or field inspections of either residential or commercial properties; verifies property accounts and determines property improvements; verifies physical conditions of property affecting overall value. Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends continuing education courses, seminars, and training sessions as appropriate.

Vehicle Service Representative

International Auto Logistics (IAL) Atlanta Vehicle Processing Center (VPC) April 2017 – Oct. 2017
 Responsible for preparing, inspecting and processing private owned vehicles for incoming and outgoing overseas pertaining to military and government service members. Accountable for maintaining accurate accountability of all vehicles to processed through Atlanta VPC utilizing the TRAX system; assisted as a Customer Service Representative by inputting information into TRAX database; Quality Assurance (QA)/ Quality Control (QC) information and documents for processing; receive visitors to office, screen, monitor and transfer calls to appropriate departments; schedule appointments for service member processing, etc.

Student Trainee (Economics)

Bureau of Labor Statistics, U.S. DOL July- September 2016
 Performed a variety of routine data collection interviews designed to become familiar with BLS survey methods, practices and programs. Works with higher graded technical and professional staff in support of office programs and activities. Prepares end of survey reports which provide a synopsis of collection experiences. Other duties include processing correspondence, answering the telephone, providing clerical support, receiving visitors and referring them to the proper points of contact. In addition, handled mail, maintains records, review reports and assisted in preparing reports; Pricing Programs: Consumer Price Index (CPI), Producer Price Index (PPI).

- Performed sample refinement of establishment contact information for the Industrial and Consumer Price Programs and provided effective communicated data updates to all staff and levels of management.
- Utilized mapping software programs to identify overlapping Economic Assistant (EA) Commodities and Services data collection assignments resulting in the adjustments of assignments to ensure a more efficient retrieval of scheduled data.
- Assignments included making data entries, organizing and maintaining databases for pricing programs including the Consumer Price Index Central Office Clearance (COC) System, workload spreadsheets, and other varied BLS databases.

Transportation Logistics Manager

Headquarters, US Army Europe, Intelligence & Sustainment Company

Sept. 2012- April 2015

Managed unit operations and transportation, with a responsibility of developing policy and procedure of four major companies.

Monitored sources of information to track deploying units and cargo utilizing two complex reporting systems. Reviewed, validated, and processed movement data for US Army units, ensuring compliance with established standards and regulations.

- Redeveloped and managed a tracking system for training and certifications in preparation for a no-notice deployment.
- Assisted in the development of the organization's training program that supported four assigned companies.
- Trained more than 300 employees on rail and air load team procedures in support of organizational exercises. Selected by the senior leaders to serve as the organization's training representative.
- Developed the **Master Resilience Trainer (MRT)** program that supported four companies assigned under an organization's supervision; provided training to develop skills to improve personnel readiness.

Senior Operations Manager

US Army Central (USARCENT), Fort McPherson, GA; Forward Arif-Jan, Kuwait; Shaw AFB, SC

Oct. 2010- October 2012

Devised and reviewed movement programs for logistical support functions in a theater of operations and performed as transportation liaison representative. Verified the accuracy of movement control documents and monitored Standard Army Management Information System. Maintained in-transit visibility of equipment and provided transportation experience that was instrumental in planning for command relocation from Georgia to South Carolina. Wrote and reviewed documentation on technical traffic management functions. Managed and reviewed movement programs for logistical support functions, and performed as a transportation liaison representative.

- Participated in a bilateral information exchange as the subject matter expert with Lebanon Armed Forces, focusing on the role of the NCO Corps. Developed and supported a training plan, ensuring that Mobility personnel were prepared to support exercises.
- Recognized by senior officers for sharing insight and knowledge with seniors, peers and subordinates, producing a positive work environment.
- Received "Coin of Excellence" award for leadership, demonstrating transportation management skills.
- Set stringent, achievable performance standards for three office managers and five senior peers, creating a cohesive team.

EDUCATION, CERTIFICATIONS, TRAINING & PROFESSIONAL DEVELOPMENT

Masters of Business Administration (MBA), AACSB , Clayton State University, Morrow, GA	2017
Bachelor of Science, Business Administration , Columbia Southern University, Orange Beach, AL	2014
Defense Packaging Hazardous Material and Transportation (HAZ12 AMMO 62), USA Defense Ammunition Center	2014
Technical Transportation of Hazardous Materials Course	2014
Basic Command Sustainment Support System Operations and Movement Course	2013
Instructor Trainer Course/ Master Resilience Trainer Level 1 HR	2012
Operations Officer Course / Support Personnel Course	2010
Joint Operations Planning and Execution System	2010
Contracting Officer Representative Course	2008
Ship Loading and Stowage Course	2002

MILITARY AWARDS & RECOGNITION

Bronze Star Medal, Meritorious Service Medal (3), Combat Action Badge, Army Commendation Medal (5), Army Achievement Medal (4), Honorable Order of St. Christopher/Transportation Corps Regimental Asso., Certification, Demonstrated Senior Logistician Certificate (S.O.L.E.), **Society of Human Resource Management (SHRM)** - CSU; Atlanta and National Chapter memberships; **FourBlock Alumnus**.

ADDITIONAL SKILLS

Research Analysis Skills
 Experience Managing Federal Programs, Resources, and Equipment
 Supervision and Training Skills
 Oral and Written Communication Skills
 Leading and Facilitating Group Skills
 Proficiency Microsoft Office 8 (Word, Excel; Pivot Tables, PowerPoint, Access, Map Point), 75 WPM
 Critical Thinking Skills
 Innovation and Creativity Skills